

STATINTL

(This information to be used by [REDACTED] during his overseas trip)

16 November 1967

#### THE RETIREMENT COUNSELING PROGRAM

1. The Director has approved a substantial expansion of retirement counseling efforts. Senior Officers selected by the Deputy Directors and representing the Career Services are being assembled to participate in the development of the Retiree Counseling Program.

2. They are now in the early fact-finding phase of preparing this comprehensive program in fulfillment of plans and requirements. Interviews with personnel who are about to retire, as well as with Deputy Directors, Office Heads, and other senior Agency officials, are producing an ever-expanding collection of facts, opinions, and problems which to a large degree are helping to shape the Program. Comments and suggestions applicable to its development are hereby solicited from all employees and should be forwarded through the appropriate component to the Chief, Retirement Counseling Program, Office of Personnel.

3. The major impetus of the RCP is focused on the five-year period just prior to retirement. Seminars chaired by experts in their fields are planned to consider various aspects of retirement. The size of each seminar group will be determined by the subject matter to be discussed. Individual counseling, including external placement assistance where the need exists, will be coordinated with and will support Career Service counseling efforts. Employees will be kept abreast of retirement planning activities through Notices and Bulletins. A system has also been outlined for maintaining communication with retirees for the exchange of information.

4. Questionnaires, kits of retirement information and self-help aids, and a retirement pamphlet containing new information and guidance as well as excerpts of retirement items from earlier publications are being prepared for use in assisting retirees. The scheduled use of these materials to augment the seminars and individual counseling calls for the distribution of such materials at appropriate times throughout the five years of employment prior to retirement.

5. This Program is being adapted to meet the needs of retirees as reflected against the backdrop of current policy. Thus, in addition to individual counseling and seminars, the means are being developed whereby necessary new training or re-education can be obtained if some degree of income producing activity is required after retirement.

6. Two Retirement Reading Rooms containing books, periodicals and other literature on retirement and related subjects are being established. The reading material has been ordered and is now being assembled.

ADMINISTRATIVE -- INTERNAL USE ONLY

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